University of WINDSOR

DIVISION OF EXTENSION

•

EVENING SESSION

•

1968-69

PLEASE NOTE

Some changes which may affect you have been made in the Regulations. You are urged to read them carefully.

The responsibility for fulfilling the requirements for a degree rests with the student. He is expected to familiarize himself with the regulations and choose courses accordingly.

SPECIAL ATTENTION IS DIRECTED TO THE FOLLOWING:

Admission and Registration Procedures ..... Page 3, 4, 5

Registration by mail deadlines ..... Page 13, 47

B.A. Program (General) ..... Page 21

Course Chart ..... Page 24

COURSE APPROVAL FORM

Commencing with the Summer Session 1967, each student will be required to obtain a Course Approval Form before registering. This Course Approval Form is issued after the student has requested specific courses and the Extension Office has had an opportunity to ascertain that the requested subjects will satisfy degree requirements.

A student without the necessary Course Approval Form may not appear for the first time at the registration session and expect to complete registration without it. If you do not have your Course Approval Form, do not enter the registration line. Go first to the section marked "Course Approvals". There your course selections will be approved. Then proceed with your registration.

UNIVERSITY OF WINDSOR

WINDSOR, ONTARIO, CANADA

The University of Windsor is a full member of

The University Matriculation Board of Ontario

The Association of Universities and Colleges of Canada

The Association of Commonwealth Universities

The International Association of Universities

The Extension Division of the University of Windsor is a member of

The Association of University Evening Colleges

The Canadian Association of Departments of Extension and Summer School

The International Congress of University Adult Education

Division of Extension

Evening Session

1968 - 69

TABLE OF CONTENTS

Admission and Registration Procedures 3, 4, 5

Academic Calendar 6

Officers of Administration 7

General Information:

Residence and Length of Course — Classification of Students — Course Load — Fees — Withdrawal and Refund Policy — Change of Course Procedure — Bookstore — Library — Cafeteria and Snack Bar — Reports — Lost and Found — Room Assignments — Booklists — Reading Lists 8

Academic Information:

Counselling — Registration — Student Numbers — Grading — Regular Examinations and Term Work — Supplemental Examinations — Special Examinations — Failures — Appeals — Graduation — Transcripts — Library Science — Letters of Permission 13

Faculty of Arts and Science:

B.A. Program:

Admission Requirements — Program — Guidance Chart — Course Chart 19

Certificate in Public Administration 25

Certificate in Theology 25

Faculty of Business Administration:

B.Comm. Program:

Admission Requirements — Program — Particular Regulations 26

Certificate in Business Administration 28

Timetable 30

Course Descriptions 32

Non-Credit Courses 44

Index 45

Steps for Registration by Mail 48

Request for Course Approval and Registration by Mail Form 49

Request for Application Form 51

Clear distinction must be made among the terms APPLICATION, ADMISSION, and REGISTRATION. They represent three steps which must be taken in that order.

1. **APPLICATION** is the very first official action taken by a prospective student. He obtains an application form from the Extension Office on which he will list some personal data which can be used by the university, along with supporting documents. These data will be evaluated and, if found satisfactory, the applicant will receive a "Permit-to-Register".

2. **ADMISSION:** This is the reception of an official statement ("Permit-to-Register") from the university that the applicant has satisfied all the requirements for the undertaking of a university program.

3. **REGISTRATION:** This is action taken by the student AFTER application has been made and acceptance received from the university in the form of a "Permit-to-Register". See page 13 for registration procedures.

DOCUMENTATION REQUIRED IN SUPPORT OF APPLICATION.

The following, if necessary for a complete appraisal of the student's qualifications and eligibility for entrance, MUST be submitted to the Extension Office of the University of Windsor:

(a) by all NEW applicants
   1. Application Form
   2. Confidential High School Report
   3. Original Grade 13 Certificate(s)
   4. Birth Certificate
   5. Teacher's Certificate
   6. Marriage Certificate
   7. **Official** University Transcript(s)
      NOTE: The University of Windsor will not accept or evaluate unofficial transcripts or reports submitted by the student. Official transcripts must be submitted to the Extension Office directly from the university.
   8. Transcript Evaluation Fee ($10.00)

(b) by FORMER students who have not been enrolled during the preceeding calendar year
   1. Application Form
   2. Official Transcript(s) if work was taken elsewhere during year of absence
   3. Marriage Certificate

IF THIS IS YOUR FIRST CONTACT WITH THE UNIVERSITY, YOU MUST:

1. Obtain an **APPLICATION FORM** from the Extension Office. Use form on page 51 for this purpose.

2. Complete the **APPLICATION FORM** and return it along with all necessary supporting documents to the Extension Division by August 15. No assurance is given that any application received after that date will be given consideration.
   All applications must be complete by the last date of registration — October 2.

3. Request high school and university **TRANSCRIPTS** from institutions previously attended and have them sent directly to the Extension Division. Notify these institutions of the August 15 deadline date when requesting the transcripts.

4. Await your **PERMIT-TO-REGISTER.** When it arrives, contact the Extension Office for approval of your chosen subjects. Use form on page 49 for this purpose.
   If counselling is desired or necessary in the selection of your subjects, arrange for an appointment a week in advance of the desired date. Counselling is by appointment only.

5. Present the **COURSE APPROVAL FORM and your PERMIT-TO-REGISTER** at the time of registration.

6. Register according to instructions on page 13.

IF YOU ARE A FORMER STUDENT BUT HAVE NOT ATTENDED THE UNIVERSITY OF WINDSOR SINCE AUGUST 1967, YOU MUST:

1. Obtain an **APPLICATION FORM** from the Extension Office. Use form on page 51 for this purpose.

2. Return this completed **APPLICATION FORM** to the Extension Office by August 15.

3. Await your **PERMIT-TO-REGISTER.** When it arrives contact the Extension Office for approval of your chosen subjects. Use the form on page 49 for this purpose.
   If counselling is desired or necessary in the selection of your subjects, arrange for an appointment a week in advance of the desired date. Counselling is by appointment only.

4. Present the **COURSE APPROVAL FORM and your PERMIT-TO-REGISTER** at the time of registration.

5. Register according to instructions on page 13.

AVOID THE LINE . . . . . REGISTER BY MAIL

IF YOU ARE A TRANSIENT STUDENT, NOT SEEKING A DEGREE OR CERTIFICATE AT THE UNIVERSITY OF WINDSOR, YOU MUST:

1. Obtain an **APPLICATION FORM** from the Extension Office. Use form on page 51 for this purpose.
2. Return this completed **APPLICATION FORM** to the Extension Office, **ALONG WITH WRITTEN EVIDENCE OF APPROVAL** from your home university or authorizing institution to take each subject, by August 15.
3. Await your **PERMIT-TO-REGISTER and COURSE APPROVAL FORM.**
4. Register according to instructions on page 13.

IF YOU WERE IN ATTENDANCE AT THE UNIVERSITY OF WINDSOR DURING THE 1967-68 WINTER SESSION (EVENING DIVISION) OR THE 1968 SUMMER SESSION, YOU MUST:

1. Contact the Extension Office for approval of your chosen subjects. Use form on page 49 for this purpose.
   If counselling is desired or necessary in the selection of your subjects, arrange for an appointment a week in advance of the desired date. Counselling is by appointment only.
2. Register either by mail according to instructions given on page 13, or in person by bringing with you your **COURSE APPROVAL FORM and your MOST RECENT REPORT.**

NOTE: If you have completed your registration by mail and have received an official receipt from the Treasurer's Office, you need not appear at the university before your first class. Go directly to the classroom indicated on the bulletin board.

AVOID THE LINE . . . . . REGISTER BY MAIL

ACADEMIC CALENDAR

1968

August 9	Friday	Last date for sending Registration-by-Mail materials to students.
August 15	Thursday	Last date for application to Night School. **NOTE:** No assurance is given that an application received after this date will be given consideration.
August 15	Thursday	Last date for completing mail registration.
September 3	Tuesday	Registration for Evening Division. 7:00 — 9:00 p.m. University Center.
September 4	Wednesday	
September 5	Thursday	
September 6	Friday	Late registration penalty of $5.00 begins.
September 11	Wednesday	Evening Division lectures begin.
September 18	Wednesday	Registration for Evening Division. 6:00 — 8:00 p.m. Extension Office, Windsor Hall. Late registration penalty of $5.00.
October 2	Wednesday	Last day for Evening Division registration. 6:00 — 8:00 p.m. Extension Office, Windsor Hall. Late registration penalty of $5.00.
October 14	Monday	Thanksgiving Day. No classes.
October 19	Saturday	Fall Convocation.
December 11	Wednesday	Last day of first semester lectures.
December 12	Thursday	Study Period.
December 13	Friday	
December 14	Saturday	
December 16	Monday	Last date for application for second semester Night School. **NOTE:** No assurance is given that an application received after this date will be given consideration.
December 16	Monday	First semester examinations.
December 17	Tuesday	
December 18	Wednesday	
December 19	Thursday	

1969

January 6	Monday	Second semester lectures begin.

January 6 January 7 January 8	Monday Tuesday Wednesday	Registration for second semester Evening Division. 6:00 — 8:00 p.m. Extension Office, Windsor Hall.
January 9	Thursday	Late registration penalty of $5.00 begins.
January 27	Monday	Last day for second semester Evening Division registration. 6:00 — 8:00 p.m. Extension Office, Windsor Hall. Late registration penalty of $5.00.
February 24 to February 28 (inclusive)	Monday to Friday	Mid-year recess.
April 11	Friday	Last day of lectures.
April 14 to April 18 (inclusive)	Monday to Friday	Study Period.
April 19	Saturday	Spring final examinations begin.
May 31	Saturday	Spring Convocation.

OFFICERS OF ADMINISTRATION

Vice-Chancellor and President:
J. Francis Leddy, M.A., D.Phil., D.Litt., LL.D., D.esL., D.C.L.

Director of Extension:
Rev. Edward C. Pappert, C.S.B., Ph.D.

Assistant to the Director:
Miss Margaret G. Brown, B.Comm.

Extension Staff:
Mrs. Marjory M. Fryer (Admissions)
Miss Frances K. Adams
Miss Catherine Menard

The Extension Office, Room 110, Windsor Hall, is open Monday through Friday 9:00 a.m.—12:00 noon, 1:00 p.m.—5:00 p.m. Evenings (Monday—Thursday) Saturday mornings by appointment only.
Phone: 253-4232, Extension 265, 267, 456.

EXTENSION-RELATED OFFICES

Assistant to Dean (A&S)	Second Floor, Windsor Hall	Ext. 361
Business Administration	First Floor, North Wing	Ext. 279
Cashier	Fourth Floor, Windsor Hall	Ext. 207
Registrar	Second Floor, Windsor Hall	Ext. 203

GENERAL INFORMATION

The Extension Division of the University of Windsor is an integral part of the educational program of the university. It is organized to serve those members of the Windsor community and its environs who are unable to attend as full-time students. Extension students can begin a college education, continue previous programs, improve their knowledge and skills, as well as study for self improvement or avocational interests.

The courses offered are of the same caliber as the day program, and are interchangeable at any time according to the needs of the students. Degrees and Certificates are granted by the University, regardless of whether the classes were attended in the Extension Division or as full-time or part-time day students.

RESIDENCE AND LENGTH OF COURSE

The number of years of attendance required for the attainment of any degree is as indicated in each program. This time may be reduced at the discretion of the Committee on Admissions through the transfer of credit from another university. In each case attendance at intramural classes for at least one full academic year or the equivalent (three Summer Sessions or three Winter Sessions part-time, or a combination of these) shall be required.

In the case of programs leading to undergraduate degrees, a candidate may be excused attendance for not more than one full academic year (5 courses) through the transfer of credit obtained by correspondence courses.

Transfer of Credits

Of the 16 courses (beyond Grade 13) necessary for the general B.A. degree, the University may accept a maximum of 11 courses by transfer from another approved university or college, provided such courses are comparable in content and weight to courses given here. No more than 5, however, of these 11 courses may have been completed by correspondence.

At least two of the subjects constituting the student's major must be taken at the University of Windsor, regardless of the number of such subjects the student may have completed elsewhere.

CLASSIFICATION OF STUDENTS

An Adult Student is one who lacks the regular admission requirements and who is twenty-one years of age by December 31 of the year of application, and who has been out of full-time formal Secondary School

studies for **three** years or out of Grade 13 for **two** years. A student in this category may be admitted to First Year on probation; prerequisites for a specific program are to be made up by additional courses or private study. The applicant's birth certificate must be submitted with his application.

An Audit Student is one who is admitted to a credit course simply as a "listener", and not for credit. He is not obliged to do the assignments and is **not** permitted to write the examination. In the event that an **Audit** Student writes the examination contrary to this regulation, the mark submitted by the examiner will not be entered on any university record.

Students registered in this category must sign the following declaration:

> I, the undersigned, understand that the courses which I am taking as an audit student cannot count towards degrees or diplomas issued here or elsewhere, now or in the future.

A Conditioned Student is one who, in any year, does not have standing in a required subject or subjects of a preceding year. He may not take more than 6 other courses as long as these conditions remain. (See page 22, "Limitation of Course Selection".)

A Full-Time Student is one who is registered in four or more full undergraduate courses.

An O.C.E. Up-Grading Student is one who is a college graduate, taking courses for certification by the Department of Education.

NOTE: Any teacher wishing to use the courses listed in this calendar for credit toward the academic requirements for Endorsement or Type A must write to the Director, Advanced Academic Requirements, Ontario College of Education, 371 Bloor Street West, Toronto 5, Ontario, for an official ruling on his standing, in order to ensure that the courses in which he wishes to enrol will meet the requirements of his own academic programs.

This permission must be obtained **EACH** time the student wishes to take a course for upgrading purposes.

New students should not wait for approval from O.C.E. before requesting application forms.

Some courses are listed in the calendar only at the general level. For purposes of upgrading teaching certificates, these courses may be taken at the honors level, but only with the **written** permission of the Head of the Department.

A Probationary Student is one who is placed in that category either by the Committee on Admissions or the Academic Standing Committee of his Faculty.

A Provisional Student is one who is allowed to attend class while his application is incomplete or under consideration by the Committee on Admissions.

If the file is not complete by the last day of registration, or if the student is not eligible for admission as a credit student, he will be allowed to continue on a non-credit basis only, as an **Audit Student.** (See "Audit", page 9).

A Regular Student is one who has satisfied all the admission requirements and is pursuing the course program as outlined in the calendar.

A Repeating Student is one who is required to pass each individual subject of an approved registration or obtain 60% average on these subjects for the equivalent of one full-time academic year (for I year, 6 courses; for II and III Years, 5 courses), if he fails to do so, he shall be required to withdraw.

A Special Student is one who is taking courses for credit but not proceeding to a degree at this University.

A Transfer Student is one who wishes to transfer his credits (at any level) to the University of Windsor from another college or university.

A Transient Student is one who is taking a course for credit at the University of Windsor with the **written** permission of the Registrar of his home university.

COURSE LOAD

Under normal conditions, a student in the Faculty of Arts and Science may take no more than the equivalent of two full general courses in any one session, Night or Summer. Any exception must have the **written** approval from the Head of the Department in which the student is majoring.

Students enrolled in the Faculty of Business Administration may take two full honors courses or the equivalent in half courses.

FEES

Tuition is based on the number of hours of instruction each week.

One hour (credit or audit)	$ 50.00
Two hours (credit or audit)	$100.00
Three hours (credit or audit)	$142.50
Type "A" honors (credit or audit)	$110.00
*Non-resident students pay an extra charge of $10 per hour of instruction.	
Language Laboratory fee	$ 10.00
Science Laboratory fee	$ 30.00
Fee for evaluation of transcripts	$ 10.00
*Applies to all foreign students except those whose parents have taken up residence in Canada.	

All communications relating to fees and receipts should be addressed to the Treasurer, University of Windsor, Windsor, Ontario.

WITHDRAWAL AND REFUND

READ THIS! IT MAY SAVE YOU MONEY! IT MAY PREVENT YOUR GETTING AN UNDESIRED "F" ON YOUR TRANSCRIPT!

Non-attendance or notification of the instructor does not constitute withdrawal from classes. An Extension student desiring to discontinue any or all classes for which he has enrolled **must notify the Extension Office.** This must be done in person. It this is not possible for any reason, the withdrawal can be made by sending a Registered Letter to the Extension Office, indicating the reason for withdrawal. You must also include the receipt form received when fees were paid. If you withdraw totally from the university, you must also include your I.D. Card. When the withdrawal is made by letter, the effective date of withdrawal will be the postmark date.

Should a refund be in order, the Cashier's Office will remit a Cheque in due course.

FAILURE TO WITHDRAW IN THE REQUIRED MANNER AS INDICATED ABOVE WILL RESULT IN AN AUTOMATIC FAILING GRADE AND IN FORFEIT OF ANY REFUND TO WHICH THE STUDENT MIGHT OTHERWISE BE ENTITLED.

Refunds will be based on the following schedule:

First Semester Fees

from Sept. 11 to Sept. 17	90%
from Sept. 18 to Sept. 24	80%
from Sept. 25 to Oct. 1	60%
from Oct. 2 to Oct. 8	40%
after October 8	no refund

Second Semester Fees

from Jan. 6 to Jan. 11	90%
from Jan. 13 to Jan. 18	80%
from Jan. 20 to Jan. 25	60%
from Jan. 27 to Feb. 1	40%
after February 1	no refund

CHANGE OF COURSE PROCEDURE

Once a student has registered, he may not change his course, or add or drop subjects without the permission of the Division of Extension. The fee for change of registration initiated by the student is $2.00.

BOOKSTORE

For the convenience of students, the University maintains a bookstore in the basement of the University Center where textbooks and supplies used in the various classes may be purchased.

During the Winter Session, the Bookstore will be open as follows:

Monday — Thursday	8:30 a.m. — 9:00 p.m.
Friday & Saturday	8:30 a.m. — 4:00 p.m.

LIBRARY

From September to May, the University Library will be open during the following hours:

Monday — Friday	8:30 a.m. — 12:00 p.m.
Saturday	8:30 a.m. — 6:00 p.m.
Sunday	12:00 a.m. — 12:00 p.m.

CAFETERIA AND SNACK BAR

Located in the University Center, these facilities will be open as follows:

Snack Bar:	
Sunday — Thursday	8:30 a.m. until 11:00 p.m.
Friday & Saturday	8:30 a.m. until 11:30 p.m.
Cafeteria:	
Breakfast	8:00 — 9:30 a.m.
Lunch	11:30 a.m. — 1:30 p.m.
Dinner	4:45 — 6:30 p.m.

REPORTS

Every effort will be made to mail the reports as soon as the marks have been received from the instructors and entered on the permanent records. Please do not enquire by telephone since NO EXAMINATION RESULTS WILL BE GIVEN BY TELEPHONE.

Reports will be sent to the home address listed at the time of registration.

LOST AND FOUND

Items left in classrooms or in other areas of the campus are taken by the custodians to the Security Office which is located in the small building on Huron Line next to Cody Hall. Phone: Extension 348.

ROOM ASSIGNMENTS

DO NOT CALL THE EXTENSION OFFICE FOR THIS INFORMATION. Room schedules will be posted as follows on September 11:

Dillon Hall — First and Second Floors

University Center — Bulletin Boards

BOOKLISTS

Texts required for courses and booklists are available from the University Bookstore.

READING LISTS

Reading lists in specific courses should be requested from the Department concerned.

ACADEMIC INFORMATION

Counselling

NO DETAILED COUNSELLING IS POSSIBLE DURING REGISTRATION. IF YOU NEED ADVICE OR WISH COUNSELLING, MAKE AN APPOINTMENT WELL IN ADVANCE OF REGISTRATION.

IN FACT, COUNSELLING SHOULD BE PART OF THE COURSE SELECTION AND APPROVAL SESSION SPOKEN OF IN THE INTRODUCTORY PAGES OF THIS CALENDAR.

Registration

This should not be the student's first appearance at the University. It can only be made AFTER the student has applied and been admitted and programmed. Registration can be made in one of two ways:

(a) By Mail

To register by mail, students must complete and return the form on page 49 of this calendar. Registration materials will then be sent, along with a Course Approval Form.

Registration by mail may not be completed after **August 15** for Night School.

This means that your registration materials and cheque must reach the Extension Office no later than **Thursday, August 15. If they arrive after this date, they will be returned to you** and registration will have to be made in person.

Requests for registration-by-mail materials will not be processed after **Friday, August 9.**

When registering by mail, make cheques payable to the University of Windsor. Unless the cheque in the correct amount accompanies the completed registration forms, the registration is incomplete and WILL NOT BE PROCESSED.

(b) In Person

All students who do not register by mail must present themselves for registration at one of the times listed below.

At the time of registration, **ALL** students must present evidence of their eligibility to register. This must be their **Course Approval Form and the Permit-to-Register OR,** in the case of current students, their **Course Approval Form and the report issued at the last examination session.**

Registration will take place on September 3, 4, and 5, from 7:00 p.m. to 9:00 p.m. in the University Center.

Students who register after September 5 will be charged a late registration fee of $5.00.

No student may register for or add full-year or first semester courses after Wednesday, October 2.

For second semester courses, registration will take place on January 6, 7, and 8, from 6:00 p.m. to 8:00 p.m. in the Extension Office.

Students who register after January 8 for the second semester will be charged a late registration fee of $5.00.

No student may register for or add second semester courses after Monday, January 27.

NOTE: Students may register in September for half courses beginning in January by paying the tuition fee at that time. Otherwise, registration procedure must be followed in January.

NOTE: Students taking courses in **both** Day and Evening Divisions must register with the **Registrar's Office.**

STUDENT NUMBERS

Each student registering after July 1966 will be assigned a student number by the Treasurer's Office. This number will be retained by the student throughout his university career. A record of it should be kept at all times, and be used as required on the various forms which the student will be required to complete from time to time.

In the event that you lose your I.D. Card or other record of your number, contact the Treasurer's Office.

GRADING

The grading for individual subjects is as follows:

80-100	Grade A
70-79.99	Grade B
60-69.99	Grade C
50-59.99	Grade D
35-49.99	Grade F

All grades below 50% are considered failures.

REGULAR EXAMINATIONS AND TERM WORK

The regular examinations will be held in January, May, and at the close of the Summer Session. If a student writes more than one examination in a course, the last mark he obtains shall be the only one considered for academic credit.

The ratio of term-work marks to examination marks is determined by the teaching staff in each subject; neither term mark nor examination mark, however, will count for less than one-third nor more than two-thirds of the final grade. To pass a subject a student must obtain an average of 50% on term work and examination; his Senate Committee on Academic Standing, however, may at its descretion withhold credit if the mark in either term work or examination is below 50%.

Term work in a course will not be credited to a student beyond the year in which the course is taken.

SUPPLEMENTAL EXAMINATIONS

A supplemental examination is one allowed in a subject in which a student (who has not failed his year) has failed to obtain standing at the regular examination. This examination is held at a time designated by the Dean. A student granted permission to write a supplemental examination must avail himself of this privilege at the first opportunity and the time and place designated; if he does not do so, or attempts the examination but fails, he may not write further supplemental or special examinations in the course involved, but must repeat it in its entirety if he desires credit for it.

Applications for the August supplemental examinations must be in the Registrar's Office by **June 15;** forms for this purpose are available in the Registrar's Office. The fee for this is $10.00 if written at a regular examination period, and $20.00 if written at another time or place.

The final grade, after supplemental examinations, will include the term mark for the year. The final mark so obtained replaces the original final examination mark in calculating the student's grade.

Only **four** supplemental examinations will be allowed in the sixteen courses required for the general Bachelor of Arts degree. They will be distributed as follows: **two** in the first six courses, **two** in the remaining ten courses. If a student fails any course after the four supplementals have been written, the subject must be repeated, or another course substituted.

SPECIAL EXAMINATIONS

A special examination is an examination other than the regular or supplemental examination, permitted by the Dean for a grave reason and after special application. No special examination may be assigned except on the recommendation of the Head of the Department concerned, after consultation with the instructor involved.

A student who fails to appear for a paper at the time set on the examination timetable will not be allowed to write on the examination paper thus missed, but may be permitted to write a special examination upon fulfillment of the conditions indicated in the above paragraph at a time determined by the Registrar after consultation with the Department and Instructor involved. The fee for a special examination is $10.00 if written at a regular examination period, and $20.00 if written at another time or place.

FAILURES

(a) Failure of a subject:

To pass a subject a student must obtain an average of 50% on term work and examination.

If the mark obtained in a subject is in the range 35—49.99%, a student may be allowed to write a supplemental examination (see page 15).

A student who has been allowed to write a supplemental examination, and fails to obtain 50% in it, will not be eligible for re-examination without a further year's attendance in the course in which he has failed.

An Extension student who fails a prescribed course (i.e., after writing the regular or supplemental examination) must repeat that course at his next session of attendance, if the course is offered.

A failed course may be repeated once only.

If a student fails two out of any consecutive six courses, or has less than a 50% average on the six courses, or has a low major average, his case will be considered by the Academic Standing Committee of his Faculty.

A student who does not officially withdraw from a course (see page 11) and does not write the final examination, will receive a failing grade in that subject and will not be entitled to further examination without repeating it.

(b) Failure of a year:

A student who has failed his year is not permitted to write any supplemental or special examinations on the work of that year, but will be allowed to retain credit in subjects in which he has obtained 66% or better (Faculty of Arts and Science) or 60% or better (Faculty of Business Administration).

A student who is required to repeat his year in the **Faculty of Arts and Science** must obtain a passing grade in each individual subject of his approved registration or an overall average of 60% at the following spring examinations. If he fails to meet this requirement he will be required to withdraw from the Faculty of Arts and Science.

A student who is required to repeat his year in the **Faculty of Business Administration** must obtain an overall average of 60% and an average of 60% in the Honors courses, or withdraw from the Faculty.

(c) Readmission of students who have been required to withdraw for academic reasons:

Students who have been required to withdraw must withdraw for one complete year from all regular and Extension courses. They may then reapply to the Senate Committee on Admissions for readmission. The Committee may refuse the petition for admission, admit to part-time day or Extension courses only, or admit to full time studies. Such students, if re-admitted, will be subject to the regulations applying to repeating students.

Students who have been required to withdraw a second time, will not be eligible for readmission under any conditions.

APPEALS

(a) Aegrotat Standing:

A student who wishes to receive consideration on account of serious illness or bereavement or other grave reason prior to or during the examination should communicate with the Extension Office **before the close of the examination period.** Documents in support of this appeal (e.g., a medical certificate) must be submitted to the Extension Office **within a week of the close of the examination period.** In such cases the Committee on Academic Standing may grant standing in the subject or subjects concerned on the basis of the term mark alone.

(b) Other Appeals:

While all papers in failed subjects are re-read before the grades are submitted, and every care is taken to record marks accurately, any student who considers that some factor affecting the final mark on the examination was not considered by the examiner, may appeal to have the subject reviewed. This request should be submitted in writing to the Registrar's Office within two weeks of the official publication of student grades, together with a fee of $10.00. In the event that the grade is changed as a result of the appeal, the fee will be refunded.

Appeals should be addressed to the Secretary of the appropriate Faculty, and sent to the Registrar's Office.

GRADUATION

If your present registration completes your degree requirements, contact the Registrar's Office for other information relative to graduation.

Registration in any program does not constitute an application for a degree or diploma.

An official application for graduation must be filled out and filed in the Registrar's Office 30 days prior to the Convocation at which the applicant hopes to graduate.

In cases in which credit is sought for work done elsewhere, official transcripts or other documentary evidence required by the Registrar's Office, not already submitted, must be conveyed to the Registrar's Office prior to the same date. Failure to comply with these regulations will disqualify the student for graduation at the Convocation concerned.

Each prospective graduate must be present in person at Convocation in order to receive his degree or diploma, unless excused for a serious reason by his Dean, and unless arrangements have been made with the Registrar to receive the degree in absentia.

TRANSCRIPTS

Students wishing to order transcripts should contact the Registrar's Office.

LIBRARY SCIENCE

Every student entering the University of Windsor in Preliminary or First Year is required to complete satisfactorily a course in Library Science except those who have completed similar work at Teacher's College and submit their Teaching Certificate.

LETTERS OF PERMISSION

Extension students, wishing to take courses at another university either by intramural instruction or by correspondence, must obtain **written permission from the Extension Division for each subject.**

FACULTY OF ARTS AND SCIENCE

The Faculty of Arts and Science offers the following programs through the Extension Division:

General Bachelor of Arts degree with majors as listed in Guidance Chart on page 23.

Certificate in Public Administration. (See page 25).

Certificate in Theology. (See page 25).

BACHELOR OF ARTS

ADMISSION REQUIREMENTS

The following are the requirements for regular admission. Students lacking regular admission requirements may be admitted under special conditions (see page 20).

Admission To First Year

Admission to First Year of the University is obtained in one of the following ways:

(a) From Ontario Grade 13:

The general admission requirement is an average of 60% on a minimum of seven credits, including a language or Mathematics A.

The language may be English, French or a foreign language; it is strongly recommended, however, that English be included among the seven credits.

Among the seven credits required, either Music or Art, but not both, will be acceptable as an option for admission to programs which allow for optional Grade 13 subjects. The following will not be acceptable: Secretarial Practice, Accountancy Practice, Mathematics or Investment, Problems.

In addition to the above Grade 13 requirements, applicants for admission to First Year should also have completed at least six Ontario Grade 11 and 12 subjects (excluding Physical Education) with an average of 65%. While not absolutely compulsory, it is strongly recommended that these subjects include:

Another language
English
Mathematics I and II
Science (Physics and Chemistry)
Geography or History

Credit value of Grade 13 subjects: Mathematics AB=3 credits; English, all languages, and Mathematics A=2 credits; all other subjects=1 credit.

(b) From Preliminary Year

The satisfactory completion of the Preliminary Year prepares a student for admission to First Year of all undergraduate programs, provided the proper subjects are chosen.

(c) From Outside Ontario:

An applicant who has completed High School work outside of Ontario should submit the Departmental or other official certificates (originals) to the Committee on Admissions for a decision regarding eligibility for entrance.

The General Certificate of Education of **Great Britain** (or an equivalent certificate from elsewhere in the Commonwealth) will admit to the First Year provided it indicates satisfactory completion of five subjects, with two at the Advanced Level appropriate to the course chosen, or four subjects with three at the Advanced Level appropriate to the course chosen.

Special Admission

Students lacking the regular admission requirements as outlined above may be admitted to the University under one of the following:

(a) Adult Student:

A student who lacks the regular admission requirements, and who is twenty-one years of age by December 31 of the year of application, and who has been out of full time formal Secondary School studies for **three** years or out of Grade 13 for **two** years, may be admitted to First Year on probation (see below); prerequisites for a specific program are to be made up by additional courses or private study. The applicant's birth certificate must be submitted with his application.

(b) Teachers' College Graduate:

Graduates of the one year program of the Ontario Teachers' College, who do not otherwise qualify for admission, may be admitted to First Year Arts on a six-course probation program.

Of the first three courses taken, two must be taken during the same session, a grade of 50% obtained in each, and an average of 60% on the two course combination. At the end of the two course session, if the required grades and average have not been attained, the student may be required to withdraw from the university. If the required grades and average are attained, the student may continue in Extension on probation until the six required courses have been taken. To remove probation, the student must pass six courses with an overall average of 50%.

(c) On Probation:

A student lacking the full admission requirements may be placed on probation by the Committee on Admissions. Probation is removed when the student passes his probationary period.

Students placed on six course probation must pass four of the first six courses taken and obtain an average of 50% on the six. Should the student fail his year, he will not be allowed to repeat, but will be required to withdraw from the Faculty. For regulations pertaining to the possible readmission of students who have been required to withdraw, see page 16.

An Extension student who fails to remove probation must withdraw from the university for one full year. He may then apply for readmission. If he fails a second time, he will be required to withdraw permanently from the university.

(d) On Trial:

A student may be accepted into a particular course program on trial; if such student shows unsatisfactory progress, he will not be permitted to repeat the same course program but will be required to transfer to another.

(e) Audit Student:

For regulations pertaining to this category see page 9.

B.A. PROGRAM (General)

Students may complete the requirements for the B.A. degree in the General Course by attendance at evening classes (winter) only, or at evening classes and Summer School, or at Summer School only, and by completing satisfactorily the following program.

Curriculum Requirements:

1. The program for the General course will consist of 16 courses (beyond the level of Grade 13 or Preliminary Year) selected from four groups of subjects:

A — Humanities

B — Social Sciences

C — Languages

D — Science and Mathematics

as listed on page 24.

2. Subjects in each year shall be selected as follows:

I Year — 6 courses from at least 3 groups (A; B; C or D)

II Year — 5 courses from at least 2 groups

III Year — 5 courses from at least 2 groups

3. Every program must include:

(a) a major consisting of at least 5 courses and not more than 7 in one subject as specified by the department concerned.

(b) a minor consisting of at least 3 courses and not more than 5 in one subject as specified by the department concerned.

(c) electives to make up a total of 16 courses **provided that not more than a total of 12 courses are selected from one group.**

4. It is recommended that the subject in which a student intends to major be included in the six courses of I Year.

Students intending to major in Mathematics must take Mathematics 11ab and Mathematics 15 in I Year; students intending to major in Economics must take Economics 19; students intending to major in French are advised to take French 14.

5. For specific major and minor requirements, see page 23.

6. (a) Not more than 8 of the 16 courses may be selected from those numbered less than 20. Of those numbered below 10, no subject may be taken for credit with the exception of a beginning language course 2, 3 or 4.

(b) Electives may also be selected from Business Administration, Social Work, Physical Education and courses outside the Faculty of Arts and Science subject to the consent of the Faculty, Department or School concerned and the Head of the Department in which the student is majoring. Not more than **two** such courses may be credited towards a degree.

Special B.A. Graduating Requirements:

No student will be admitted to a Bachelor's degree who has not:

a. Obtained at least Grade D on all the prescribed and elective work of his course;

b. Obtained a Grade C (60%) or better in at least half of the courses in his senior year, or an overall average of at least Grade C on the work of his senior year;

c. Obtained an average of Grade C in all the courses in his major subject belonging to the Second and Third Years, exclusive of minor requirements.

Limitation of Course Selection:

Students admitted to Preliminary Year, or to First Year with conditions, may not take courses beyond the First Year level until Preliminary Year has been cleared or conditions removed. (See page 9).

GUIDANCE CHART FOR GENERAL COURSE B.A.

The following chart shows the departments in the Faculty of Arts and Science which offer majors and minors through Extension, the subjects constituting a major and the subjects constituting a minor.

DEPARTMENT	MAJOR REQUIREMENTS 5-7 courses must include:	MINOR REQUIREMENTS 3-5 courses must include:
Economics	19, 21, 23	19
English	15	15
Fine Art	10, 24, 34, and at least 2 of : 20, 23, 30, 32, 33	10, & a sequence of at least 2 others
French	2 or 2½ ling. training courses, + 21, 38 and 1 of: 23, 24, 35, 36, 37a	11 or 12 or 14
Geography	10 or 12, 21ab, 27ab	10 or 12
History	15	15
Mathematics	6 or 7 courses including 11ab, 13 or 15, 25	**MATH A:** 11ab, 13; at least 1 full course from: 12b, 20a, 29a, 32 or 37 **MATH AB:** 11ab, 15; at least 1 full course from: 12b, 20a, 22, 25
Philosophy	15: and 2 of: 23, 24, 27, 31	15 recommended
Political Science	12, 20, 37	12
Psychology	15, 28	15
Sociology	12, 29a, 35, 37ab	12
Theology	18; 28 or 19U	Recommended: 10, 18, 20; 19 or 28; 30

COURSE CHART

GROUP A HUMANITIES	GROUP B SOCIAL SCIENCES	GROUP C LANGUAGES	GROUP D SCIENCE AND MATHEMATICS
FIRST YEAR			
Asian Studies 10			
Classical Civilization 17			Biology 10ab**
Drama 10	Anthropology 10	French 4, 11, 12, 14	Biology 11*
English 15	Economics 15, 19	German 4, 12	Chemistry 10**
Fine Art 10	Geography 12	Greek 4, 12	Geography 10*
History 15	Philosophy 22	Latin 2, 4, 12	Geology 10*
Music 11	Political Science 12	Spanish 3, 6, 12	Home Economics 10*
Philosophy 15	Psychology 15	Russian 4, 12	Mathematics 11ab, 13*, 15**
Theology 10, 18R, 18A, 18U	Sociology 12		Physics 10, 13**
SECOND YEAR			
Asian Studies 20			Biology 28a, 29b*
Classical Civilization 20	Anthropology 28		Botany 22ab
Drama 22, 25, 28	Economics 21, 23		Chemistry 23, 24, 24y
English 20, 25, 27	24ab, 27ab	French 20, 21, 22,	Geography 21ab, 28
Fine Art 20, 23, 24	Geography 26, 27ab	23, 24, 25	Geology 20, 23a, 24b, 25a
History 22, 23, 24, 27	Philosophy 25	German 21, 22y, 23y	Home Economics 25ab, 27
Music 20, 21, 28	Pol. Sc. 20, 23	Greek 22	Mathematics 20a, 25,
Phil. 21, 23, 24, 25, 26,	Psychology 22, 26ab,	Latin 22, 25	27ab, 29a
27, 28, 29	28ab	Spanish 20, 21, 22y	Physics 22, 23, 25b, 26, 29*
Speech 20, 24	Sociology 23, 24, 25,		Microbiology 16a*, 26ab
Theology 20, 24R, 28R, 24A, 28A, 22U	29a, 29c		Zoology 22*
THIRD YEAR			
Drama 34, 38			Biology 30b, 34*, 35*, 37a*, 38c
English 30, 31, 32, 33, 34, 38	Anthropology 31, 32		Botany 30b, 34*, 37a
Fine Art 30, 32, 33, 34	Economics 31, 36	French 32a, 33b, 34,	Chemistry 33, 34, 36
History 31, 34, 35, 37	Geography 37	35, 36, 37	Geography 36ab
Music 31, 38	Philosophy 39	German 31, 34	Home Economics 30, 31, 37
Phil. 30, 31, 32, 34, 35,	Pol. Sc. 30, 35, 36	Latin 30, 34y, 38, 39y	Mathematics 30, 31a, 33c,
36, 37, 38, 39	Psychology 30, 31, 34	Spanish 30, 31, 32y,	35a, 35c, 37
Speech 30, 32	Sociology 31, 35, 37ab	37, 38, 39y	Microbiology 31a, 33b
Theology 30, 31R, 34R, 35R, 34A, 38U, 39			Physics 31, 34, 36
			Zoology 30a, 34a, 35b, 36, 37*

*Denotes those subjects in Group D which may be taken as electives by non-science majors.

**Students fulfilling the major and minor requirements in Biology, Chemistry, Geology or Physics will be awarded a B.Sc. degree; students fulfilling requirements in Mathematics may be eligible for either the B.A. or B.Sc. depending upon the program selected; majors in other subjects lead to the B.A. degree.

CERTIFICATE IN PUBLIC ADMINISTRATION

The program is primarily designed for experienced persons engaged in civil administration. Regular applicants should be over 21 years of age. If the applicant is under 21, he must have the regular admission requirements to First Year as indicated on page 19.

First Year:

Bus. Ad. 15a — Business Organization and Management
Bus. Ad. 15b — Introduction to Financial Statements
Pol. Sc. 20 — Government of Canada

Second Year:

Bus. Ad. 250 — Principles of Accounting
Pol. Sc. 36 — Municipal Government

Third Year:

Bus. Ad. 346 — Personnel Management and Industrial Relations
Pol. Sc. 35 — Canadian Public Administration

Students must obtain an overall "C" average in the six prescribed courses to merit the Certificate. **No supplemental examinations may be written in any of the subjects of the Certificate program.**

NOTE: Students who have completed the requirements for the Certificate in Public Administration and wish to proceed towards a Bachelor's degree, must reapply for admission to the degree program through the **Extension Office.**

CERTIFICATE IN THEOLOGY

The Certificate in Theology is a six course program and may be pursued only in the Division of Extension. At the rate of two subjects per session, the minimum time required for the Certificate is two years and one summer or two summers and one year. The student may, however, extend this period if unable to take two courses per session.

No supplemental examinations will be allowed in any of the subjects of the Certificate course.

Students must obtain an overall "C" average in the six courses to merit the Certificate.

Admission Requirements: Regular university admission (see page 19).

Program Requirements:

Theology 18, 28, 32
Any other three Theologies

The Certificate courses are applicable to the Bachelor of Arts degree.

NOTE: Students who have completed the requirements for the Certificate in Theology and wish to proceed towards a Bachelor's degree, must reapply for admission to the degree program through the **Extension Office.**

FACULTY OF BUSINESS ADMINISTRATION

The Faculty of Business Administration offers the following programs through the Extension Division:

Bachelor of Commerce degree (Honors Business Administration). (See page 27).

Certificate in Business Administration. (See page 28).

BACHELOR OF COMMERCE

ADMISSION REQUIREMENTS

The following are the requirements for regular admission. Students lacking regular admission requirements may be admitted under special conditions (see page 20).

Admission To First Year

(a) From Ontario Grade 13: See page 19.

NOTE: Applicants for the B.Comm. program must include Mathematics A.

(b) From Preliminary Year:
The satisfactory completion of the Preliminary Year prepares a student for admission to First Year Commerce provided he has completed Algebra and Geometry (Mathematics 4ab).

(c) From Outside Ontario: See page 20.

B.COMM. PROGRAM (HONORS)

Students may complete the requirements for the B.Comm. degree in the Honors Course by attendance at evening classes (winter) only, or at evening classes and Summer School, and by completing satisfactorily the following program.

First Year

Bus. Ad. 15a (Business Organization and Management)
Bus. Ad. 15b (Introduction to Financial Statements)
Economics 19 (Principles of Economics)
Mathematics 13 (Calculus and Linear Algebra)
English 15, Library Science
Two full courses from Arts and Science

Second Year Honors

Bus. Ad. 225ab (Descriptive Statistics; Statistics for Business Decisions)
Bus. Ad. 231 (Principles of Marketing)
Bus. Ad. 250 (Principles of Accounting)
One of: Economics 221 (Pricing Theory and Policy)
Economics 223 (Money and Banking)
English 21
One full course from the Faculty of Arts and Science

Third Year Honors

Bus. Ad. 340 (Production Management)
Bus. Ad. 346 (Personnel Management & Industrial Relations)
Bus. Ad. 373 (Business Finance)
One of: Bus. Ad. 350 (Intermediate Accounting)
Bus. Ad. 360 (Management Accounting)
Two courses (not more than one of which may be a general course) selected from the following, or from the Faculty of Arts and Science:
#Bus. Ad. 325c (Computers and Systems Analysis)
Bus. Ad. 332c (Advertising)
Bus. Ad. 333c (Sales Management)
Bus. Ad. 334c (Consumer Market Behavior)
Bus. Ad. 335c (Industrial Marketing)
Bus. Ad. 336c (Distribution Management and Policies)
#Bus. Ad. 396 (Commercial Law)
Fourth Year option in Business Administration

Fourth Year Honors

Bus. Ad. 490 (Business Policy)
Five full courses (not more than two or which may be general courses) selected from the following, or from courses in the Faculty of Arts and Science:
Bus. Ad. 432c (Retailing)
Bus. Ad. 433c (Market Research)
Bus. Ad. 435c (International Marketing)

Bus. Ad. 436c (Quantitative Analysis for Marketing Decisions)
Bus. Ad. 446c (Administrative Practices)
Bus. Ad. 448c (Labour Law, Industrial Legislation)
Bus. Ad. 449c (Collective Bargaining)
#Bus. Ad. 450c (Advanced Accounting)
#Bus. Ad. 451c (Taxation)
#Bus. Ad. 460c (Auditing)
#Bus. Ad. 463c (Finance: Working Capital)
#Bus. Ad. 464c (Finance: Long-term Financial Management)
Bus. Ad. 465c (Management of Financial Institutions)
#Bus. Ad. 470c (Cost Accounting)
Bus. Ad. 473 (Investment Fundamentals & Portfolio Management)
Bus. Ad. 491c (Business Conditions)
Bus. Ad. 492 (Business Research)
Any third year Business Administration course not previously taken.

#Required for those intending to qualify for the three-year exemption towards the Chartered Accountants' course of study.

NOTE: The total number of courses required for the Honors Bachelor of Commerce degree is twenty-four; the student must complete a minimum of ten full courses in Business Administration and a minimum of ten outside the Faculty of Business Administration. Of the twenty-four courses required for the Bachelor's degree, at least thirteen must be Honors courses.

PARTICULAR REGULATIONS

In order to be admitted to the Bachelor's degree, the student must obtain an overall cumulative average of 60% in the four years' work, and a culmulative average of 60% in the Honors courses.

CERTIFICATE IN BUSINESS ADMINISTRATION

This program is designed primarily for business men with experience. If the applicant is under 21, he must have the regular admission requirements to First Year as indicated on page 19.

First Year:

Bus. Ad. 15a — Business Organization and Management
Bus. Ad. 15b — Introduction to Financial Statements
Economics 19 — Principles of Economics

Second Year:

Bus. Ad. 250 — Principles of Accounting
Bus. Ad. 346 — Personnel Management & Industrial Relations

Third Year:

Any two full-year senior Business Administration subjects not already taken.

The minimum time for completion is three years. These courses may be applied towards a Bachelor of Commerce degree.

For the Certificate in Business Administration, an overall "C" average in the six courses is required. **Supplemental examinations may not be written in any subjects which are to be counted for the Certificate.** In the event that an applicant has completed equivalent courses elsewhere, he may substitute other courses with the consent of the Faculty of Business Administration.

NOTE: Students who have completed the requirements for the Certificate in Business Administration and wish to proceed towards a Bachelor's degree, must reapply for admission to the degree program through the **Extension Office.**

TIMETABLE

Monday

Anthrop. 32
Bus. 250
Bus. 396
Eng. 15
Fine Art 10 (group 1)
Fine Art 24
French 490
Geog. 30(330)
Hist. 15
Math 11a (I)
Math 12b (II)
Pol. Sci. 12
Psych. 34
Soc. 12
Theol. 22U

Tuesday

Bus. 15ab
Bus. 460c (I)
Econ. 23(223)
Eng. 29
Fine Art 20
Hist. 22
Hist. 353
Math 31a, 331a (II)
Math 204a (I)
Phil. 15
Phil. 26
Pol. Sci. 35
Psych. 28
Soc. 37ab
Theol. 28A(228)
Theol. 34R

Wednesday

Anthrop. 28
Bus. 325c (II)
Bus. 446c (I)
Eng. 464
Fine Art 10 (group 2)
French 23
Hist. 24
Hist. 334
Italian 12
Lib. Sci. (I)
Math 13
Phil. 31
Pol. Sci. 20
Psych. 26ab
Psych. 31
Soc. 21
Theol. 26(226)

Thursday

Bus. 231
Bus. 346
C.S. 300
Econ. 19
Eng. 32
Fine Art 33
Hist. 27
Math 20a (I)
Pol. Sci. 21
Psych. 15
Psych. 22
Psych. 30
Soc. 24
Theol. 10R

Saturday

Geog. 10

(I) = first semester (II) = second semester

NOTES:

I. Where the course description indicates that the registration in a particular course is limited, the enrolment will be determined by the following criteria:

(a) The student must be admissible to the university.

(b) The student must have submitted a request, **in writing,** for the subject. Post date of this request will determine the priority. Use the form on page 49 for this request.

(c) Registration forms which were sent to the student must be completed and returned to the Extension Office, along with a cheque in the required amount. Failure to observe the above procedure may cause the student to miss out on inclusion in a limited group. Limitation demands that preference be given on a "first come, first served" basis.

(d) Persons holding course approvals for "limited enrolment" courses MUST complete their registration by **August 15** to be assured of a place in the class. After that date, registrations will be accepted from other students up to the established limit.

II. NO AUDIT REGISTRATIONS WILL BE ACCEPTED IN LIMITED CLASSES.

III. The University of Windsor reserves the right to cancel any subject in which there is not sufficient enrolment.

COURSE DESCRIPTIONS

ANTHROPOLOGY 28

Wednesday (7:00—9:00 p.m.) $100

Cultural Anthropology: A discussion of the concept of culture as applied to both simple and complex societies. Course content includes the ethnology of pre-literate peoples with emphasis on their social, economic and political organization.

ANTHROPOLOGY 32

Monday (7:00—9:00 p.m.) $100

North American Indian Archaeology and Ethnology: A study of the cultures of native North America from the earliest times to the period of European contact, concluding with the cultural changes and contemporary problems of the Indian.

BUSINESS ADMINISTRATION 15a

Tuesday, first semester (7:00—10:00 p.m.) $71.25

A Survey of Business Organization and Management: A survey of the functional areas of business: production, marketing, personnel and industrial relations, statistics, accounting and finance.

BUSINESS ADMINISTRATION 15b

Tuesday, second semester (7:00—10:00 p.m.) $71.25

Introduction to Financial Statements: The principles underlying the construction of financial statements.

BUSINESS ADMINISTRATION 231

Thursday (7:00—10:00 p.m.) $142.50

Principles of Marketing: An introduction to the major problems of management in moving goods from the producer to the consumer. The development of skill in weighing alternatives and reaching mature decisions is a significant objective of the course. (Prerequisite: Bus. Ad. 15ab).

BUSINESS ADMINISTRATION 250

Monday (7:00—10:00 p.m.) $142.50

Principles of Accounting: An introduction to accounting concepts and techniques as tools for administration of the economic activity of the business enterprise; recording, reporting and interpreting the financial data of the business unit. (Prerequisite: Bus. Ad. 15ab).

BUSINESS ADMINISTRATION 325C

Wednesday, second semester (7:00—10:00 p.m.) $71.25

Computers and Systems Analysis: Computer programming; instruction in FORTRAN language; operation of the IBM 1620 computer; business decision-making; systems analysis; building deterministic models; building probabilistic models through use of a computer.)Prerequisite: Bus. Ad. 15ab).

BUSINESS ADMINISTRATION 346

Thursday (7:00—10:00 p.m.) $142.50

Personnel Management and Industrial Relations: A study of organization for personnel administration, employee motivation, and union-management relationships. Methodology involves the application of principles to specific situations by use of the case method. (Prerequisite: Bus. Ad. 15ab).

BUSINESS ADMINISTRATION 396

Monday (7:00—10:00 p.m.) $142.50

Commercial Law: Legal approach to business problems. Nature and source of law, crimes, torts, contracts, agency partnerships, corporations, real and personal property, sales, negotiable instruments, insurance and bankruptcy. A combination of case and textbook approach. (Prerequisite: Bus. Ad. 15ab).

BUSINESS ADMINISTRATION 446C

Wednesday, first semester (7:00—10:00 p.m.) $71.25

Administrative Practices: An analysis of problems arising in the field of human relations throughout the various areas of business enterprise. (Prerequisite: Bus. Ad. 15ab).

BUSINESS ADMINISTRATION 460C

Tuesday, first semester (7:00—10:00 p.m.) $71.25

Auditing: Auditing procedure is studied with respect to the examination of business records and documents in order to determine their authenticity and the reliability of statements prepared from them. (Prerequisite: Bus. Ad. 15ab).

COMPUTER SCIENCE 300

Thursday (7:00—9:00 p.m.) $100.00

Computer Organization and Programming: Logic basis of computer structure, machine representation of numbers and characters, flow of control, instruction codes, arithmetic and logic operations, indexing and indirect addressing, input-output, subroutines, linkages, macros, interpretative and assembly systems. Introduction to Symbolic, Fortran and Algol language systems.

ECONOMICS 19

Thursday (7:00—9:00) $100.00

Introduction of Economic Principles: The development of tools for the analysis of price and wage determination, the level of national income and employment, money and banking, international trade and related topics.

ECONOMICS 23 (223)

Tuesday (7:00—9:00 p.m.) $100.00 ($110.00)

Money and Banking: Theory and policy in financing economic activity. (Prerequisite: Economics 19).

ENGLISH 15

Monday (7:00—9:00 p.m.) $100.00

Introduction to Literature II: The short story, the novel, poetry and drama. Papers in varying lengths will be required.

ENGLISH 29

Tuesday (7:00—9:00 p.m.) $100.00

English Literature, 1750-1830: Prose, poetry and drama including such figures as Johnson, Blake, Austen, Wordsworth and Keats.

ENGLISH 32

Thursday (7:00—9:00 p.m.) $100.00

Literature of the Victorian Period: Prose, poetry and drama from Macaulay to Yeats.

ENGLISH 464

Wednesday (7:00—9:00 p.m.) $110.00

Chaucer: A study of the works of Chaucer (in Middle English), relating his achievement to English and Continental literature of the later Middle Ages.

FINE ART 10

Group 1: Monday (7:00—10:00 p.m.)

Group 2: Wednesday (7:00—10:00 p.m.) $142.50

Introduction to Drawing: Experimenting with various media and techniques. Subject matter: still life, landscape and nature study; individual and studio criticism.

Note: Enrolment is limited to the first 25 completed and paid registrations. (See page 31).

FINE ART 20

Tuesday (7:00—10:00 p.m.) $142.50

Drawing and Design: Second Year. Introduction to life drawing with emphasis on anatomy and construction and the importance of the figure to design; individual and studio criticism.

Note: Enrolment is limited to the first 25 completed and paid registrations. (See page 31).

FINE ART 24

Monday (7:00—9:00 p.m.) $100.00

History of Art: History of art from prehistoric to mediaeval art with an introduction to composition and the language of the plastic arts and relationships to its culture.

FINE ART 33

Thursday (7:00—10:00 p.m.) $142.50

Sculpture and Design: Second Year. Emphasis on design and its relation to different media, also the investigation into theory and practice of sculpture in our society; individual and studio criticism.

Note: Enrolment is limited to the first 25 completed and paid registrations. (See page 31).

FRENCH 23

Wednesday (7:00—9:00 p.m.) $100.00

Prose and Poetry from 1840-1885. (Prerequisite: French 11 or 12 or 14).

FRENCH 490

Monday (7:00—9:00 p.m.) $110.00

The Literature of the 19th Century: Pre-Romanticism, Romanticism, Naturalism and Symbolism in poetry, the novel and the drama. (Prerequisite: French 380).

GEOGRAPHY 10

Saturday (9:00—11:00 a.m.) $100.00

Lab. (11:00 a.m.—1:00 p.m.) $30.00

Elements of Geography: An introduction to the study of landforms, weather, climate, soils, natural vegetation, water resources, population density and distribution, economic location and urban problems.

GEOGRAPHY 30 (330)

Monday (7:00—9:00 p.m.) $100.00 ($110.00)

Asia: A systematic and regional analysis of Asia, with special emphasis on the resources, development and problems of South Asia.

HISTORY 15

Monday (7:00—9:00 p.m.) $100.00

History of Modern Europe (1555-1945). (Formerly History 25).

HISTORY 22

Tuesday (7:00—9:00 p.m.) $100.00

History of Canada: A survey from the beginning of the French Regime to the present.

HISTORY 24

Wednesday (7:00—9:00 p.m.) $100.00

History of England: A lecture and reading course of the political and cultural development of England from the Tudor times to the present.

HISTORY 27

Thursday (7:00—9:00 p.m.) $100.00

Ancient Civilizations: The Near East, Greece and Rome.

HISTORY 334

Wednesday (7:00—9:00 p.m.) $110.00

History of the United States: The colonial period, the revolution, making of the constitution, westward development, the slavery struggle, the Civil War, reconstruction and later political history to the present day; the character of federal and state governments.

HISTORY 353

Tuesday (7:00—9:00 p.m.) $110.00

Social and Constitutional History of England: The social and constitutional history of England to 1688, emphasizing the use of documents. Recommended for pre-law and political science students.

ITALIAN 12

Wednesday (7:00—9:00 p.m.) $100.00

Lab $10.00

Advanced: Grammar analysis, dictation, translation, reading, introduction to Italian history and literature, conversation. Laboratory work required. (Prerequisite: Italian 2 or Grade 13 Italian or approval of the Department).

LIBRARY SCIENCE

Wednesday (7:00—8:00 p.m.) $10.00

Use of Books and Libraries: A general course designed to make all students familiar with the classification of the library; to enable them to read a book technically; to use the dictionary catalogue and to interpret catalogue cards; to acquaint them with the basic reference tools which they will need to use during their college years. Seven lectures. (Required of all students entering the University in Preliminary or First Year).

MATHEMATICS 11a

Monday, first semester (7:00—9:00 p.m.) $50.00

General Mathematics I:: Vector algebra, solid analytic geometry, determinants, matrices, polynomial equations with real coefficients, general quadratic equations, surfaces in E^3 in standard form, complex numbers, induction, transcendental functions. (Prerequisites: Math AB of Grade 13, or Math 1 and 2, or Math 13).

MATHEMATICS 12b

Monday, second semester (7:00—9:00 p.m.) $50.00

Linear Algebra: System of linear equations, quadratic forms, eigenvalue problems diagonalization, finite dimensional vector spaces, linear transformations.

MATHEMATICS 13

Wednesday (7:00—9:00 p.m.) $100.00

Calculus and Linear Algebra: Derivatives and integrals of algebraic and transcendental functions, optimization problems, area, partial derivatives, vectors and matrices, systems of equations, linear programming, regression analysis, quadratic forms. (Prerequisite: Math A of Grade 13, or Math 4ab).

MATHEMATICS 20a

Thursday, first semester (7:00—9:00 p.m.) $50.00

Computer Programming: Basic logic in programming; symbolic languages; Fortran language; data processing. Students will practise to analyze problems, to use flow charts, to write programs and to use a digital computer in the laboratory hours. (Prerequisite: none).

MATHEMATICS 31a (331a)

Tuesday, second semester (7:00—9:00 p.m.) $50.00 ($55.00)

Probability and Statistics: Probability theory and introduction to to statistical inference. (Prerequisite: Math. 15).

MATHEMATICS 204a

Tuesday, first semester (7:00—9:00 p.m.) $55.00

Finite Mathematics: Topics in logic, set theory, probability theory, and matrix algebra; partitions and combinatorics; Markov chains; Monte Carlo simulations; linear programming; theory of games.

PHILOSOPHY 15

Tuesday (7:00—9:00 p.m.) $100.00

Introduction to Western Philosophy: Philosophy as seen through its history and current applications; the development and resolution of selected philosophical problems in the Western tradition with readings from ancient, modern, and contemporary philosophers.

PHILOSOPHY 26

Tuesday (7:00—9:00 p.m.) $100.00

Philosophy of Education: The moral and metaphysical purpose of the education of man. Perennial and contemporary problems in the philosophy of education.

PHILOSOPHY 31

Wednesday (7:00—9:00 p.m.) $100.00

Late Modern Philosophy: Classical modern philosophers from Kant to Bergson.

POLITICAL SCIENCE 12

Monday (7:00—9:00 p.m.) $100.00

Introduction to Political Science.

POLITICAL SCIENCE 20

Wednesday (7:00—9:00 p.m.) $100.00

Government of Canada: Emphasis is on federal and provincial institutions.

POLITICAL SCIENCE 21

Thursday (7:00—9:00 p.m.) $100.00

Government and Politics of the United States: A comprehensive survey of the American political system, with emphasis on the organization, operation and functions of the national government.

POLITICAL SCIENCE 35

Tuesday (7:00—9:00 p.m.) $100.00

Canadian Public Administration: Emphasis is on the federal level.

PSYCHOLOGY 15

Thursday (7:00—9:00 p.m.) $100.00

Introduction to Psychology: A general orientation to Psychology from the scientific viewpoint.

PSYCHOLOGY 22

Thursday (7:00—9:00 p.m.) $100.00

Development Psychology: The growth and development of the child and the adolescent. (Prerequisite: Psychology 15).

PSYCHOLOGY 26a

Wednesday, first semester (7:00—9:00 p.m.) $50.00

Educational Psychology: Psychology of the learning processes and the variables that affect learning such as individual differences, motivation, retention transfer, group dynamics, attitudes, emotions. (Prerequisite: Psychology 15).

PSYCHOLOGY 26b

Wednesday, second semester (7:00—9:00 p.m.) $50.00

Educational Psychology: Counselling and guidance in the school situation: examination of the theories of counselling; application of the principles of psychological measurement in academic and vocational guidance; mental health in the classroom. (Prerequisite: Psychology 15).

PSYCHOLOGY 28

Tuesday (7:00—9:00 p.m.) $100.00

Statistical Methods in Psychology: Basic principles and methods in the application of statistics to psychological problems. Required of all majors. (Prerequisite: Psychology 15).

PSYCHOLOGY 30

Thursday (7:00—10:00 p.m.) $142.50

Experimental Psychology: Introduction to laboratory methods; human and animal learning; memory and transfer; problem solving and concept formation. (Prerequisite: Psychology 15).

PSYCHOLOGY 31

Wednesday (7:00—9:00 p.m.) $100.00

Abnormal Psychology: Historical antecedents of abnormal psychology — psychiatric classification and objective indices of abnormal behaviour. Neurosis, psychosis, mental retardation, principles of psychotherapy and behaviour therapy — psycho-analytic theory. (Prerequisite: Psychology 15).

PSYCHOLOGY 34

Monday (7:00—9:00 p.m.) $100.00

Social Psychology: From individual vs. organization to self-in-technostructure. An examination of play, language and the cyberimage as innovators of learning, leadership, propaganda, conformity, competitious and other areas of social interaction. (Prerequisite: Psychology 15).

SOCIOLOGY 12

Monday (7:00—9:00 p.m.) $100.00

Introduction to Sociology: The study of social organization and the social process; the analysis of group life, social contacts, interaction, social forces, conflicts, accommodation, assimilation, amalgamation, and methods of social control.

SOCIOLOGY 21

Wednesday (7:00—9:00 p.m.) $100.00

Sociology of the Family: A study of the family in the context of contemporary society; urban, rural family; analysis of the husband-wife, male-female roles; stability of the family unit; changes in the structure of the family; demographic aspects of the family; family life and social mobility. (Prerequisite: Sociology 12).

SOCIOLOGY 24

Thursday (7:00—9:00 p.m.) $100.00

Intergroup Relations: The study of the interaction between various racial, ethnic and religious groups. Problems of biculturalism, cultural pluralism, acculturation and other forms of culture contact. (Prerequisite: Sociology 12).

SOCIOLOGY 37a

Tuesday, first semester (7:00—9:00 p.m.) $50.00

Social Statistics: Topics will include correlational analysis in social and behavioural research, including biserial and tetrachoric r and related techniques, partial and multiple correlations; consideration of scientific sampling techniques, the use of statistics to make inferences, computation with computers.

SOCIOLOGY 37b

Tuesday, second semester (7:00—9:00 p.m.) $50.00

Social Research: Methods of research and their application in the analysis of social phenomena. Emphasis is given to the formulation of empirical research problems, the selections of samples, the methods of data collection, such as interviewing and use of questionnaires, data analysis and interpretation. (Prerequisite: Sociology 37a).

THEOLOGY 10(R)

Thursday (7:00—9:00 p.m.) $100.00

Faith and Doubt in the Twentieth Century: An examination of challenges to Christian belief: the 'death of God' and atheism; evolution, creation and science; sin, pain, evil; significance of Christ; freedom and personal development. Periodic seminars will be required.

THEOLOGY 22(U)

Monday (7:00—9:00 p.m.) $100.00

Biblical Theology: A study of great Biblical themes in the Old and New Testaments: God and Creation, Man and Sin, Law and Grace, Judgment and Salvation, Christology, the Kingdom of God, Body and Spirit, the Church and its Mission, the Resurrection and Consummation etc. Periodic seminars will be required.

THEOLOGY 26 (226)

Wednesday (7:00—9:00 p.m.) $100.00 ($110.00)

Theology and the Modern Theatre: A study of religious thought in modern drama and films. Included will be works of Lynch, Vahanian, Tillich, Bentley, Scott, Behan, T. Williams, Genet, Pirandello, Albee, Ionesco, as well as readings from Job, Ecclesiastes, Johannine literature.

THEOLOGY 28(A) (228)

Tuesday (7:00—9:00 p.m.) $100.00 (110.00)

Sacred Scripture: The New Testament—the Gospels; their formation, literary forms and theological ideas. Christology and the Kerygma. Comparison of Johannine and Pauline theologies.

THEOLOGY 34(R)

Tuesday (7:00—9:00 p.m.) $100.00

The Sacraments—Encounters with God: Theological investigations about the nature and role of each of the sacraments in the Christian life; special emphasis on marriage as a sacrament and sign of the Church and union between God and man.

NON-CREDIT COURSES

The Extension Division of the University cooperates with certain groups in the offering of non-credit courses. Information concerning these can be had by contacting the agencies directly.

The following courses are offered under the sponsorship of the Faculty of Business Administration.

Industrial and Cost Accountants of Ontario (R.I.A.)

Mr. Gordon James — Phone: 969-8524
2999 Randolph Street
Windsor, Ontario

Industrial Management Clubs of Canada

Mr. Allan McCann — Phone: 254-8673
511 Pelissier Street
Windsor, Ontario

INDEX

Academic Calendar 6
Admission:
- Adult Student 8, 20
- Application 3, 4
  - Request Form for Application 51
- Audit Student 9
- On Trial 21
- Probationary 9, 20
- Procedures 3, 4, 5
- Teachers' College Graduate 20
- To Faculty of Arts and Science 19
- To Faculty of Business Administration 26

Adult Student 8
Aegrotat Standing 17
Appeals 17
Audit Student 9
Bachelor of Arts (General) Program 21
Bachelor of Commerce (Honors) Program 26
Booklists 12
Bookstore 11
Cafeteria Service 12
Certificate in Business Administration 28
Certificate in Public Administration 25
Certificate in Theology 25
Change of Course Procedure 11
Classification of Students 8
Conditioned Student 9
Counselling 13
Course Approval Form ..... Inside Front Cover
- Request Form for Course Approval 49

Course Chart 24
Course Descriptions 32
Course Load 10
Curriculum Requirements for B.A. (General) Program 21
Examinations 14
Extension—Related Offices 7
Failures:
- Of a subject 16
- Of a Year 16
- Readmission of students required to withdraw 16

Fees 10
Full-Time Student 9
Grading 14
Graduation 17
Guidance Chart for General Course B.A. 23
Letters of Permission 18
Library 12

INDEX

Library Science 18
Limitation of Course Selection 22
Lost and Found 12
Major 22
Major Requirements 23
Minor 22
Minor Requirements 23
Non-Credit Courses 44
O.C.E. Upgrading Student 9
Officers of Administration 7
Particular Regulations for B.Comm. 28
Probationary Student 9
Provisional Student 9
Reading Lists 12
Refund Policy 7
Registration:
- Dates 6, 14
- In-Person Registration 13
- Mail Registration (see also page 48) 13
  - Request Form for Registration by Mail 49
- Part-Time Day Registration 14
- Procedures 3, 4, 5
- Second Semester 7, 14

Regular Examinations and Term Work 14
Regular Student 10
Repeating Student 10
Reports 12
Residence and Length of Course 8
Room Assignments 12
Special B.A. Graduating Requirements 22
Special Examinations 15
Special Student 10
Student Numbers 14
Supplemental Examinations 15
Timetable 30
Transcripts 18
Transfer of Credits 8
Transfer Student 10
Transient Student 10
Withdrawal Policy 11

STEPS FOR REGISTRATION BY MAIL

NOTE: Please read the following carefully. You are reminded that registration by mail cannot be completed after **August 15.**

1. Fill out the request form on page 49 and return it to the Extension Office. **This form must reach the Extension Office no later than Friday, August 9, otherwise, the student must register in person. Do not send your cheque with the request form. If you do, it will be returned to you.**

   NOTE: The completion of the request form does not constitute registration. It is simply a **request** for registration materials.

2. Upon receipt of the request form by the Extension Office, your record will be checked, and if your choice of subjects is approved, you will be sent a course approval form, the necessary registration materials, and a return envelope.

3. Fill out the supplied forms completely and return them to the Extension Office, along with your cheque in the correct amount made payable to the University of Windsor. **If you do not enclose your cheque, your registration is incomplete and will not be processed. The completed registration forms and cheque must reach the Extension Office no later than Thursday, August 15. Registration materials received after this date will be returned to sender and the student must register in person.**

4. Upon receipt of the forms and your cheque, your registration will be processed by the Extension Office and the Cashier's Office. You will then be sent your receipt and I.D. Card.

5. Your Admit-to-Lecture Card(s) will be sent directly to the instructor by the Extension Office.

NOTES:

1. For limited classes, completed registration, including payment of fees, assures place in class.

2. The Extension Office cannot accept post-dated cheques.

REQUEST FOR COURSE APPROVAL AND REGISTRATION BY MAIL

N.B. To be used by: (a) current Extension students
(b) new students to whom a Permit-to-Register has been issued
(c) current day students transferring to Extension Division

To be submitted to: Extension Office, University of Windsor, Windsor, Ontario

ATTACH PERMIT-TO-REGISTER IF NEW OR READMITTED

PRINT IN BLOCK CAPITALS

To: Extension Office
University of Windsor
Windsor, Ontario

I wish to register in the following courses during the 1968-69 Evening Session:

.....

☐ Please send the necessary Course Approval Form only. I do not wish to register by mail.

☐ Please send the necessary Course Approval Form and forms for registration by mail.

NAME: .....

(If married woman, give maiden name; if religious, give family name) .....

ADDRESS: .....

CITY: ..... PROVINCE: .....

STUDENT NUMBER: ..... MAJOR: ..... MINOR: .....

REQUEST FOR APPLICATION FORM — 1968-69 NIGHT SCHOOL

N.B. To be used by: (a) NEW STUDENTS
(b) FORMER STUDENTS WHO HAVE NOT ATTENDED SINCE AUGUST 1967.

To be submitted to: Extension Office, University of Windsor, Windsor, Ontario

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PRINT IN BLOCK CAPITALS

To: Extension Office
University of Windsor
Windsor, Ontario

I wish to apply for admission to the 1968-69 Evening Session.

☐ I have never attended the University of Windsor or previously applied for admission.

☐ I have never attended the University of Windsor but have previously applied for admission in .....

..... ☐ I submitted all required documents at that time.

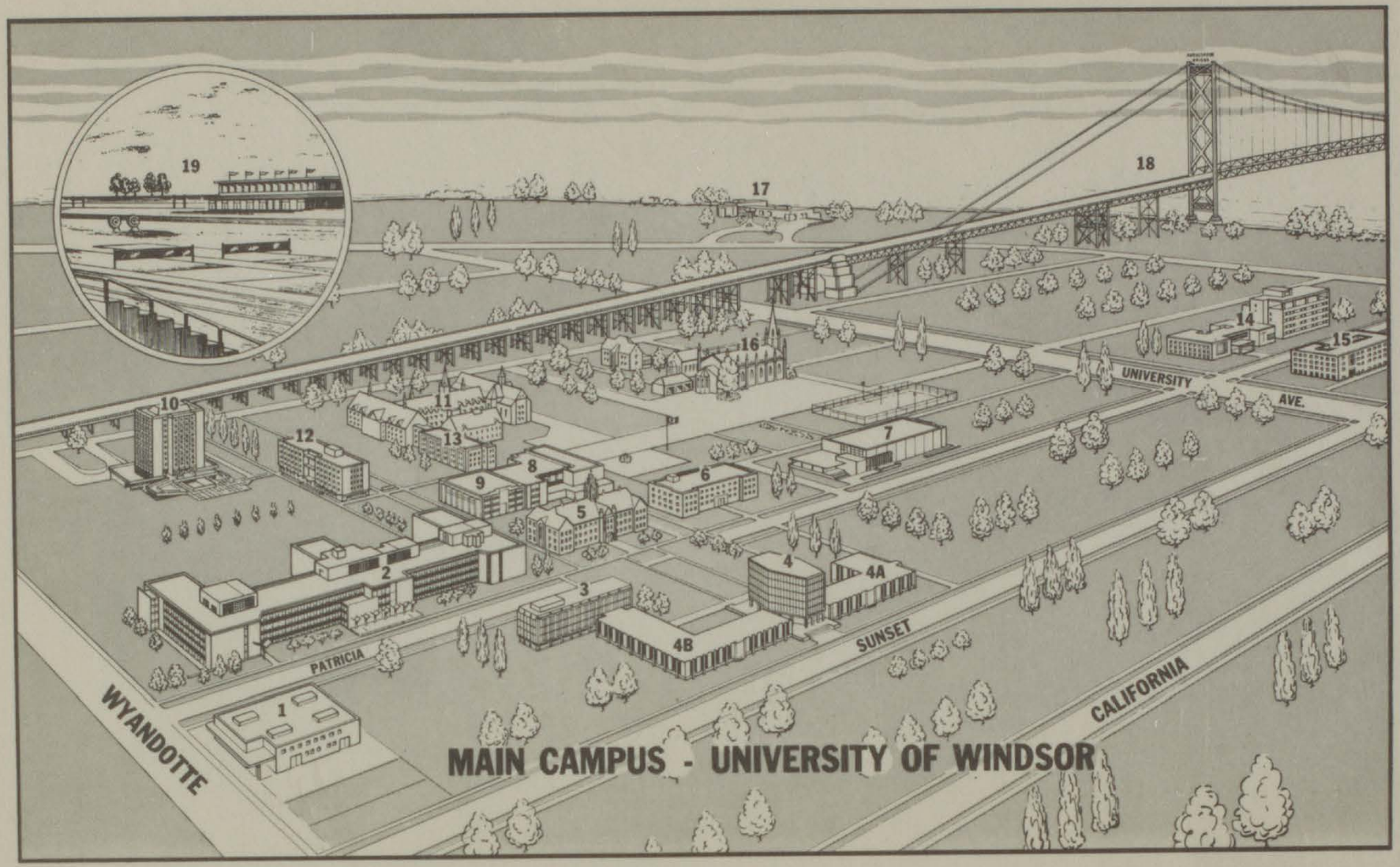
☐ I attended the University of Windsor last in .....

Student Number (if applicable) .....

NAME: .....

ADDRESS: .....

CITY: ..... PROVINCE: .....



1. Temporary Fine Arts Building
2. Essex Hall
3. Biology Building
4. Windsor Hall
5. Dillon Hall
6. Memorial Hall
7. University Library
8. University Centre
9. St. Denis Hall
10. Sir John A. MacDonald Hall
11. Assumption University
12. Cody Hall
13. St. Michael's Hall
14. Electa Hall
15. Canterbury College
16. Assumption Church
17. La Pointe House
18. Ambassador Bridge to Detroit, Mich.
19. South Campus